

---

## WELCOME

Thank you for choosing the Tampa Convention Center (TCC). Following is an excerpt of the General Building Policies and TCC's Emergency Procedures.

Additionally, Licensees and their subcontractors are required to adhere to the: General Fire & Safety Requirements in the Florida Fire Prevention Code; Life Safety Code NFPA 101; Fire Code NFPA 1; and the Occupational Safety Health Act.

---

## GENERAL BUILDING POLICIES

### **Abandoned Property**

TCC will take possession of any property left after the event by Licensee, its contractors or exhibitors without liability. Licensee will be responsible for any associated costs.

### **ADA Accessibility**

All restrooms are ADA accessible. Braille signage is throughout the facility. Auxiliary hearing devices available through in-house AV provider with advance notice. Please contact the following companies directly for scooters: [Top Mobility](#) 1-888-364-3813

### **Aircraft Displays**

Interior aircraft displays require pre-approval by the Tampa Fire Marshal.

#### Guidelines

- Batteries must be disconnected and terminals taped before entering the facility
- Circuit breakers for fuel and starting systems must be de-activated
- All systems to spark ignition must be disconnected
- Systems will be inspected to ensure no fuel leakage
- Fire Watch services required

### **Animal Displays**

Certificate of Insurance (with animal exemption clause) must be submitted to CSM 45 days prior to event. Visqueen or carpeting must be placed under displays.

### **Banners**

Installation exclusively provided by Encore - see [Banner Guide](#) for many approved locations & rates. TCC flag poles are not available for event banners.

### **Cable Television**

Available for contracting through local provider Spectrum.

### **Decorations/Clings/Decals**

#### Guidelines *Permitted in contracted or authorized spaces only*

- Decorations must not block building signage, digital media boards, or fire systems
- Emergency exit signs must be provided if covering TCC exit signs
- Holes may not be drilled, cored, or punched into any walls, floors or ceilings
- Clings must be transparent on any glass; a mock-up must be provided to CSM for approval
- Sample adhesive-backed decals must be approved by CSM 30 days prior to install

-Balloons permitted if securely anchored and not available to attendees. Air tanks must remain secured outside building during event.

**Drones**

Permitted in contracted interior spaces with Drone/AUV liability insurance, to include products and completed operations property damage & bodily injury limit of \$1M per occurrence/\$2M aggregate. Not permitted in exterior spaces due to proximity to Tampa General Hospital & Peter O'Knight Airport.

**Fire Marshal**

Requirements

- Exit doors must remain unlocked and unobstructed at all times
- Extinguishers, alarm pull-stations, fire connections remain unobstructed
- Flammable compressed gases, explosives, and blasting agents prohibited inside building
- Flammable liquids or materials require Fire Marshal approval and disposal plan
- Approved combustible materials for exhibit booths are limited to a 1-day supply
- Storage of waste material in non-combustible covered containers outside to be disposed daily
- Forklifts & cranes must be equipped with fire extinguishers and stored outside during event
- Open flame devices & Chinese lanterns prohibited; candles permitted if flame enclosed

**Floor Protection**

Floors must be protected from dents, gouges and scratches. Labor fees assessed to restore any damaged surfaces.

<u>Approved protection</u>	6 Mil reinforced polyethylene sheeting, plywood or equivalent
<u>Approved tapes</u>	Polyken 105C, Renfrew #174, Asiachem SST-736 or equivalent
<u>Prohibited tapes</u>	carpet, duct, gaffer or other high residual tapes
<u>Use of other tapes</u>	requires sample to CSM for approval 45 days prior to installation

**Food & Beverage Sampling**

Requests must be made to [Catering Sales Director](#) 45 days prior to contract start date. Limited to 2 ounces for food/wine/beer & 1/2 ounce for liquor.

**Food Cooking**

Requires permitting by the Fire Marshal.

Guidelines

- Equipment must be UL listed and meet NFPA 101 Life Safety Code to include auto shut-off
- Equipment must be 2 FT from combustible material and 4 FT from the public
- Cooking surfaces limited to 288 sq. inches
- Use of commercial deep fryers is prohibited
- Use of grease products requires certified Class-K & 2A-10BC extinguisher
- Use of electrical warming equipment requires certified Class 2A-10BC fire extinguisher
- Designated food prep/clean-up areas must be located on show floor
- Holding tanks or grease barrels required; disposal in TCC drains strictly prohibited

**ID Badges**

All persons working in the building must be properly credentialed at all times; if not, they will be directed to Security Command for ID. [Children under age 16 not permitted in event space during move-in/move-out hours.](#)

**Load In/Out**

(click here for: [Location Maps](#))

- For exhibit halls: 21 upper loading dock spaces accessible from 211 S. Franklin St.
- For ballrooms/meeting rooms: 2 loading dock spaces accessible from 111 Channelside Dr. or Front Drive 36 metered spaces based on availability for up to 2 hours or daily rental  
*Note: Lower Loading Dock allows for dry van trailers 45' and under and box trucks only.*
- Parking prohibited on loading docks; subject to towing at owner's expense
- 30 minute permit issued for active load in/out; additional time may be requested
- Licensee/Decorator responsible for establishing and communicating marshalling yard.  
Note: City managed yard located at 1301 N. Morgan Street in downtown Tampa 813-274-8933

**Lost & Found**

Report items to an active Information Desk or the nearest staff member.

**Sail Pavilion Event Space *NEW 8/2019***

The Sail Plaza may be booked for exhibits, food and beverage functions, concerts and other event related activity with certain requirements as follows:

**Protective Measures for good stewardship of new Plaza**

- Clings, banners, etc. to attach to posts must be pre-approved by the Operations Manager
- Structural posts must be protected by closed cell Polyethylene foam or similar wrap during move-in/move-out of exhibits, freight or vehicles occurs
- All concrete shall be protected by Ram board or Masonite board when lifts or forklifts are utilized. Tires shall be non-marking
- No staples, nails or fasteners shall be attached to the structure components. Only painters tape or masking tape may be utilized. Tents or displays requiring weights on the Sail Plaza must use sandbags
- Great care shall be taken not to damage or mark the shell embedded concrete finishes. No paint, stain, or staining materials may be used. Caution must be used when setting up and tearing down to protect and prevent damage to the Shade Structure posts and fabric. Nothing may be attached to the Shade Structure fabric panels.

**Prohibitions to ensure a successful event**

- Events and event attendees shall not impede upon The Sail, Big Ray's Fish Camp, the Riverwalk, or pedestrian traffic along the public sidewalk areas
- The use of concrete or metal weights
- The selling of outside food or beverage items
- No open flame, grill, pyrotechnics, or fireworks
- Large inflatables, such as a bounce house
- Confetti is not permitted

**Vehicle Displays/Motorized Equipment**

May be displayed on the Front Drive or inside building after Tampa Fire Rescue approves the number and location of vehicles; Fire Watch services required for six (6) or more.

- Must not block entrances/exits or Tampa Fire Rescue access locations
- Fuel tanks must be less than ½ a tank for cars and less than ¼ if larger than a car
- Fueling and de-fueling must be done off premises
- Keys must remain in Security Command during event
- Operators must be at least 16 years old
- Visqueen or a drip pan must be placed underneath and remain in place at all times

**Security**

TCC’s in-house partner Allied Universal provides 24-Hr building security to monitor all critical systems and is the required vendor for security at our loading docks. Bag checking and metal detector surveillance is mandatory for public events, with TCC making final determination for check points.

TCC reserves the right to require security personnel to ensure a safe event to include uniformed Tampa Police officers for traffic control. Security services form a separate contract billable directly to Licensee. Licensee using an outside security provider must notify CSM 45 days prior to contract start date.

**Licensee must submit the following within 30 days prior to contract start date:**

- Florida Dept. of Agriculture & Consumer Services Agency class “D” license
- Security plan to include the following:
  - Schedule of positions, hours of coverage and detailed cost estimate
  - Weapons policy, attendee screening & crowd management procedures
  - On-site contact person during event
- Florida Dept. of Agriculture & Consumer Service class “D” license for each officer within 48 hours prior to contract start date; TCC reserves right to spot check for licenses

**Service Animals**

Must be properly identified, leashed, and remain with owner at all times. Owner responsible for cleanup/disposal of waste.

**Service Providers**

**Exclusive providers** - for pricing and ordering: [thetampacc.com](http://thetampacc.com)

Audio Visual <i>unless waived*</i>	Encore Event Technologies
Banner/Sign installation	Encore Event Technologies
Digital Messaging Boards	Encore Event Technologies
Fire Watch/Permitting	Tampa Fire Rescue (TFR), Tampa Fire Marshall (TFM)
Food & Beverage	Aramark
Front Drive Ambassador	Sentry Event Services
Internet	SmartCity
Paramedics	Tampa Fire Rescue
Police/Traffic Control	Tampa Police Department (TPD)
Rigging	Encore Event Technologies
Security-loading & boat docks	Allied Universal
Utilities (electric, plumbing)	EDLEN

*\*3-year consecutive history required for Sales & Marketing Manager approval.*

**Preferred In-House providers**

Ambassadors                      Sentry Event Services  
Security-events                      Allied Universal

**All Other providers**

Use of outside providers must be submitted to CSM 45 days in advance of contract start date to include COI. Outside Production AV does not include break-out sessions. Providers subject to TCC’s General Building Policies.

**Smoking/Vaping**

Strictly prohibited within 25 FT of building in compliance with the Florida Clean Indoor Air act. The Sail outdoor restaurant is the designated smoking area. Licensee and its General Contractors must enforce.

**Tax Exemption**

A Florida Sales Tax Exemption Certificate with the same organization listed will need to be submitted to the appropriate service provider to be tax exempt.

---

EMERGENCY PROCEDURES

Security Command is staffed at TCC 24 hours a day, 7 days a week and can be reached at (813) 274-7791

This is your point of contact for disturbances, suspicious persons or packages, assaults, threats, theft, missing persons, interference by protestors or any other urgent matter. A security rover will be dispatched to the location and call for Tampa Police to detain and arrest perpetrators as required. Security will prepare an incident report to include photo documentation and police report.

---

**Fire Alarm Evacuation**

If the fire alarm is activated, proceed to the closest exit. Evacuation exits are marked on the attached map and should be shared with all event staff.

- Follow instructions from TCC Staff and announcements made over the PA system
- Remain at the evacuation location until the “all clear” is given by Evacuation Location Supervisor
- Maintain contact with your CSM or Evacuation Location Supervisor for status updates
- After the “all clear,” return to the building and assess any damages in the case of an incident

**Severe Weather**

If severe weather is detected close to the facility, direct people outside to move inside away from doors and windows. Shelter-in-place until an “all clear” is announced by radio or PA system. Emergency directives will be provided to TCC by the City’s Emergency Operations Center if area-wide.

**Active Shooter/Person with Weapon**

In the case of an active shooter, an “armed intruder” announcement will be announced over the PA system followed by the fire alarm. Follow the Department of Homeland Security recommended procedure to RUN to closest exit, HIDE if running to an exit is not possible and as a last resort, find a weapon and FIGHT the perpetrator.

**Missing Person/Child**

For missing person/child, report to a TCC staff member or to Security Command by calling 813-274-7791. Be prepared to provide a full description of the subject to include as age, height, weight, hair color, eye color, special needs and the last location seen. TCC Security will make announcements via radio, house PA system and conduct search operations as needed. All parties should report to the Information Desk located on the Registration level for reunification.

### **Bomb Threat**

If a bomb threat is received, TCC staff will notify authorities and provide additional instructions to building occupants. If a building-wide evacuation is decided, the fire alarm will be activated to evacuate the building.

### **First Aid/Medical Assistance**

Contact the assigned CSM and if unavailable, call Security Command at 813-274-7791 on site 24/7 to get in direct contact with any on-site police officers and paramedics working in the building; otherwise call 911. TCC staff can also radio for help. Report location and severity of situation. First Aid rooms on-site may be used. A confidential Incident Report will be prepared by Security for TCC Management only.

### **AED-Automated External Defibrillator**

On-site paramedics carry portable AED's when dispatched. CSM's also trained in AED use and CPR.

#### **Location of wall-mounted units in building:**

##### **1st FLOOR**

- 1-Franklin Street Entrance inside alcove area next to Ballroom D
- 2-Inside rotunda between Meeting Room 17 & Ballroom A

##### **3rd FLOOR**

- 3-Outside Central Hall entry doors next to UPS Store
- 4-Back of West Hall next to Dock Door #2

#### **Hospitals within 4 miles or less:**

Tampa General Hospital (Level 1 Trauma)	1 Tampa General Circle
Memorial Hospital	2901 W. Swann Avenue
St. Joseph's Hospital (Level 2 Trauma)	3001 W. Dr. Martin Luther King Blvd.

### **Security Assistance**

Notify TCC staff of unruly or suspicious persons for immediate reporting to Security Command.

### **Elevator Entrapment**

Push the emergency bell to alert persons nearby. Use emergency telephone intercom on control panel to contact Security Command. Do not attempt to force the elevator doors to open.

### **Power Outage**

A generator will activate emergency lighting in hallways, stairwells, restrooms, ballrooms, meeting rooms and exhibit halls within 5 seconds of a power interruption for at least 24 hours.

### **Hazardous Material Spill**

Notify TCC staff immediately of a hazardous material spill. Quarantine spill area to prevent personal contamination. TCC staff may call for fire alarm evacuation or shelter-in-place to limit exposure.

**TCC promotes the Homeland Security campaign: If You See Something, Say Something  
Contact Security Command with as much information as possible if you see any of the following:**

-A person demonstrating suspicious behavior such as profuse perspiration, extreme nervousness, changing directions when being approached, avoiding eye contact, unresponsive to questions, or wearing clothing that is unsuitable for the weather conditions of the day.

-A person in areas not open to the public without a credential, persons taking photographs of building systems/equipment or making notes of sensitive building access areas.

-A vehicle parked, stalled or abandoned on the property of the Center without proper credentials.